

APPENDIX B

POSTAL PUBLICATIONS ISSUE STANDARDS

USPS Publications listed in this appendix are received by transmittal letters or other publications for which distribution is limited. Establish a number of publications required based on number of personnel who use them continually on a daily basis.

PUBLICATIONS

STANDARD

Administrative Support Manual (ASM)¹

One authorized for each operational MPO (parent office only) and each responsible commander having command postal responsibility.

Domestic Mail Manual (DMM)¹
International Mail Manual (IMM)¹
Postal Bulletin
Postal Operations Manual (POM)¹

One authorized for each MPO supervisor, each postal finance section and operations (mail processing) section of an MPO, each separate MPO operating location, responsible commander, and each section or postal division of a major command headquarters.

B-1

Acceptance of Hazardous, Restricted
or Perishable Articles (Pub 52)

One copy authorized for each MPO (parent office), each separate MPO operating location, and each responsible commander.

National ZIP Code & Post Office¹
Directory (Pub 65A)

One copy authorized for each MPO customer lobby and each mail processing section.

HANDBOOKS

International Airmail Exchange Office¹
Procedures (HBK T-1)

One copy authorized for each established IEO and each responsible commander having command postal responsibility.

Material Management (HBK AS-701)¹

¹See USPS Publications, reference (b).

HANDBOOKS

Handling, Dispatch, and Transportation
of Military Mail by Air (HBK T-7)

One copy authorized for each operational MPO
and each responsible commander having command
postal responsibility.

Manual Letter Mail Distribution
(HBK PO-401)

Not authorized for distribution to individual **MPOs**.
Responsible commanders having operational control over
postal operations, including Navy Postal Assistance
Advisors, are authorized to requisition publications
listings.

Directive and Form **Catalog**, (Pub 223)¹
Equipment Catalog (Pub 47)¹
Supply Catalog (Pub 24)

REPAIR PARTS CATALOG

Canceling Machine, Model "HD-2" (Pub 77)¹
Peerless-Triner Scale, Model 1870 (pub 89)¹
Postage Meter Base, Model "RG" (Pub 120)¹
Postage Meter Base, Model "PS" (Pub 121)¹

MAINTENANCE HANDBOOK

Small Canceling Machine (HBK MS-36)¹
USPS Portable Conveyors (HBK MS-26)¹
70-Pound Scale, Model 1870 (HBK MS-19)¹
100-Pound Beam Scale (HBK MS-15)¹

¹See USPS Publications, reference (b).